

## **CIVIL SERVICE COMMISSION GUIDELINES TO PROTECT CONFIDENTIALITY**

### **REQUIRED REDACTION OF EXHIBITS**

The Civil Service Commission follows Supreme Judicial Court Rule 1:24 such that no exhibit shall include a complete version of any of the following personal identifier data elements:

- Social Security number;
- taxpayer ID number
- numbers of credit cards, bank accounts and other financial accounts;
- driver's license number;
- state-issued identification card number; and
- passport number.

In addition, the Civil Service Commission requires the following to be redacted unless relevant to the case:

- date of birth
- phone number;
- residential address (if relevant to the case, redact all but the city or town);
- a person's parent's birth surname, including maiden name, if it is identified as such (e.g. "mother's maiden name: XXX");
- name of a minor child and school he or she attends; and
- name of victim of a crime.

### **ADDITIONAL STEPS TO BE DISCUSSED WITH PRESIDING COMMISSIONER**

- When feasible, the Presiding Commissioner may determine that certain witnesses or other persons (e.g. - private citizens) should only be identified by initials or some other anonymous identifier.
- In those cases, exhibits will need to be redacted accordingly; counsel will need to provide a matrix to the Presiding Commissioner; and all hearing participants will need to be instructed to refer to these persons by the applicable initials or anonymous identifier.